

Outline

The outline system is one of the more traditional and straight forward techniques for taking notes from textual readings. The flaw with this form of note taking is that the note taker must be disciplined enough to limit the amount of information which is recorded. Keep in mind that information must be paraphrased and summarized in your own words and that there should be between 1-2 supporting details for each subsection. Main ideas should be summarized in your own words.

Follow the format below:

I. Section Heading

A. First subsection heading

1. Main idea (in your own words)
2. Main idea
 - a. Supporting fact (may come directly from text)
 - b. Supporting fact

B. Second subsection heading

1. Main idea (in your own words)
2. Main idea
 - a. Supporting fact (may come directly from text)
 - b. Supporting fact

II. Section Heading

A. First subsection heading

1. Main idea (in your own words)
2. Main idea
 - a. Supporting fact (may come directly from text)
 - b. Supporting fact

B. Second subsection heading

1. Main idea (in your own words)
2. Main idea
 - a. Supporting fact (may come directly from text)
 - b. Supporting fact